

Children & Families First Commission
of Santa Clara County

Minutes

June 12, 2002

1. CALL TO ORDER/ROLL CALL

The regular meeting of the Children and Families First Commission (CFFC) is called to order by Chairperson Alvarado at 10:12 a.m. in the Sheriff's Auditorium, Office of the Sheriff, 55 West Younger Street in San Jose, California. A quorum is present.

Members Present

Blanca Alvarado
Frederick Ferrer
Sarah Akemi Flynn
Will Lightbourne
Caroline Punches
Cora Tomalinas
Cynthia Wheeler Ruby
Eleanor Villarreal

Members Absent

Robert Sillen

2. PUBLIC COMMENT

There are no public comments.

3. APPROVE MINUTES - May 8, 2002

Commissioner Villarreal requests that "Academic Performance Index (API) scores" be added to paragraph 5 on Page 3.

On motion of Commissioner Ferrer, seconded by Commissioner Punches, it is unanimously ordered that the minutes of May 8, 2002 be approved, as amended.

On order of the Chairperson the meeting recesses to a Closed Session at 10:15 a.m. and reconvenes at 11:05 a.m.

On order of the Chairperson, there being no objection, the agenda is taken out of order.

4. PERSONNEL AND FINANCE COMMITTEE REPORT

b. Executive Director's Salary and Benefits

Commissioner Ferrer reports on the Closed Session and states that the Commission considered the recommendation of the Personnel and Finance Committee to increase the salary of Karen Blinstrub, Executive Director, CFFC, by 8.5 percent. He notes that the recommendation is based on a comparative salary analysis of executive directors of similar organizations. In addition, Commissioner Ferrer advises that the Commission directed the Personnel and Finance Committee to conduct further research, and recommend a benefit packet and prepare the written evaluation of Ms. Blinstrub for Commission consideration at the August 12, 2002 regular meeting. Commissioner Flynn provides clarification by stating that the 8.5 percent increase will be effective on July 1, 2002.

On motion by Commissioner Ferrer, seconded by Commissioner Punches, it is unanimously ordered that the salary of the Executive Director be increased by 8.5 percent.

Further, that the Personnel and Finance Committee complete the written evaluation of the Executive Director for Commission consideration at the August 12, 2002 regular meeting.

a. CFFC Fiscal Year (FY) 2002/03 Annual Budget

Ralph Oda, Fiscal Officer, CFFC, narrates an overhead presentation of the proposed Fiscal Year (FY) 2002/2003 Annual Budget and highlights the FY 2001/2002 accomplishments and the objectives for FY 2002/2003. He continues by providing a synopsis of the FY 2001/2002 budget and, the FY 2002/2003 proposed budget including the projected grant expenses, surplus/deficit, beginning fund balance, ending fund balance, total revenue including the Proposition 10 apportionment, grants, interest and investments, and other revenue.

Further, Mr. Oda provides an overview of the projected FY 2002/03 personnel costs, operating expenses, and grants and he concludes his presentation by discussing the projected ending fund balance. Commissioner Flynn recommends that the FY 02/03 budget include an Evaluation Director position. Commissioner Ferrer suggest adding the position once a written proposal is approved by the Evaluation Committee and Commissioner Flynn advises that the Evaluation Committee will forward their recommendation to the Personnel and Finance Committee.

On motion of Commissioner Ferrer, seconded by Commissioner Punches, it is unanimously ordered that the proposed CFFC Fiscal Year 2002/03 Annual Budget be approved.

5. PROGRAM DEVELOPMENT AND COMMUNICATIONS COMMITTEE REPORT

Commissioner Tomalinas notes that staff is developing a communication plan. She reports on recent activities of the Program Development and Communications Committee including the submission of the Gilroy Unified and San Jose Unified School Readiness proposals to the California Children and Families Commission (CCFC) and issues relating to the Alum Rock School District. Further, she reports that staff is developing a training session that will be offered to educators and to staff called "Brain Wise" that is based on the Mel Levine Model, to assist in identifying learning differences.

Ms. Blinstrub comments on meeting with the new superintendent for the Alum Rock School District and she provides an update on the status of CFFC Initiatives. She notes that she will provide in the near future the address, telephone numbers, and hours of operation of the new Early Childhood Institute site and other Commission Initiatives. Commissioner Tomalinas adds that the Early Childhood Institute will have a kickoff event soon.

In response to a request by Commissioner Flynn, Paula Lacey, Director of Special Projects, CFFC, states that she will provide Commissioners with copies of the CFFC Initiative Synopsis handout.

On motion of Commissioner Villarreal, seconded by Commissioner Ruby, it is unanimously ordered that the Program Development and Communications Committee report be accepted.

8. CFFC ADVISORY BOARD

a. Application and Recruitment Processes

Chairperson Alvarado references her memorandum dated June 10, 2002, relating to the proposed Advisory Board Application and Recruitment Guidelines and inquires whether Advisory Board members should be members of the CFFC standing committees. She expresses the opinion that members should not be members of the standing committees, and she indicates that Commissioners will be requested to provide names of possible Advisory Board member candidates to staff and that a broad-based recruitment process will be undertaken.

(Chairperson Alvarado leaves at 11:30 a.m.)

Ms. Lacey references the proposed Advisory Board Guidelines and briefly summarizes the modifications relating to the member criteria and terms of service that the Commission requested at the March 13, 2002 regular meeting. Ms. Lacey advises that a subcommittee will be convened to consider applicants and make recommendations for Advisory Board appointments.

Discussion ensues among Commissioners relative to benefits of Advisory Board members participating in the standing committee meetings to provide expertise on specific issues and to identify future CFFC Commissioners. Further discussion ensues and Commissioners concur that Advisory Board members should be active on standing committee meetings for advisory purposes in a non-voting capacity.

Commissioner Panches references the proposed application cover letter and suggests changing the word "sitting" to "serving" in the first sentence.

Commissioner Flynn references the proposed Advisory Board Application and requests that "Employer" be changed to "Affiliation."

Further discussion ensues among Commissioners and staff relating to efforts to ensure cultural diversity on the Advisory Board, and staff are directed to add a question or two to the application regarding community affiliations and related activities.

On motion of Commissioner Lightbourne, seconded by Commissioner Ruby, it is unanimously ordered that the Advisory Board application and recruitment guidelines be approved, as amended.

6. EVALUATION COMMITTEE REPORT

Commissioner Flynn provides introductory remarks and introduces Michelle Magee, Vice President, and Pablo Stansbery, Senior Research Associate, Harder+Company. Mr. Stansbery states that the presentation today is a broad scope review of the Evaluation Plan. He narrates an overhead presentation and highlights key elements of the CFFC quality assurance and evaluation system and states that the evaluation plan is to measure progress towards meeting the goals and objectives of the Strategic Plan of the CFFC in order to ensure improvement in the quality of life for the children and families in Santa Clara County. He provides an overview of the methodology of the CFFC Evaluation Plan relating to community research, quality assurance,

and the Outcomes Collection, Evaluation, and Reporting Service (OCERS) and summarizes the composition and roles of Harder+Company, Commission staff, and Corporation for Standards and Outcomes (CS&O).

Mr. Stansbery continues by providing a brief overview of the activities and accomplishments of Harder+Company including the developing the Santa Clara County Indicator Report, assisting staff with development of Intentions to Negotiate and Requests for Proposals, providing technical assistance to contractors, collaborating with CS&O to include evaluation designs into the OCERS goal hierarchy, and revising the goals of the Strategic Plan. Ms. Magee provides a brief overview of the revised goals and notes that additional language regarding the School Readiness Initiative has been included in the CFFC Goals.

Commissioner Ferrer comments on the uniqueness of the CFFC Evaluation Plan in the County to create systemic change and suggests that the Evaluation Committee consider developing a media forum outlining the CFFC Evaluation Plan. Further, he suggests that the a description of the Evaluation Plan be described to media sources.

Ms. Blinstrub announces that the next Evaluation Committee meeting is scheduled on June 18, 2002 at 70 West Hedding Street, 10th Floor, San Jose at 5:30 p.m.

7. CFFC 2002 WORKPLAN

Ms. Blinstrub requests that consideration of the CFFC 2002 Workplan be held to the CFFC Annual Retreat.

On Commission consensus, there being no objection, the CFFC 2002 Workplan is held to the CFFC Annual Retreat scheduled on August 1 and 2, 2002.

9. EXECUTIVE DIRECTOR'S REPORT

Ms. Blinstrub informs the CFFC that the Board of Supervisors adopted the amendments to the Ordinance on June 4, 2002.

10. COMMISSIONER REFERRALS

There are no Commissioner referrals.

11. ANNOUNCEMENTS

Vice Chairperson Tomalinas announces a CFFC Retreat planning session with Chairperson Alvarado on June 13, 2002 at 2:30 p.m. at 70 West Hedding Street, 10th Floor, San Jose, California.

12. ADJOURN

On Commission consensus, there being no objection, the meeting is adjourned at 12:05 p.m. to the CFFC Annual Retreat scheduled on August 1 and 2, 2002 at a location to be determined.

Respectfully submitted,

Mary Trozzolillo
Deputy Clerk of the Board